



Embassy of the United States of America

American Citizen Services
24 Grosvenor Square
London, W1A 2LQ

SERVING LEGAL PAPERS AND PROCESS IN THE UNITED KINGDOM

U.S. consular officers are prohibited by federal regulation from serving legal process upon foreign nationals or companies, and are not allowed to appoint others to make such service.

We are required to serve certain forms of legal process, such as subpoenas and show-cause orders issued by Federal courts, upon U.S. citizens or permanent residents of the United States who are temporarily abroad, but we may do so only in the limited circumstances indicated by 28 USC 1783 and 1784 (see also Rule 45(e) of the Federal Rules of Criminal Procedure).

Service of legal process in England and Wales may be accomplished in one of the following ways:

- Service by registered mail.
- Service by an agent such as a solicitor or process server (see next page).
- Service in accordance with the Hague Convention on the Service Abroad of Judicial and Extrajudicial Documents in Civil and Commercial Matters.

Service under the Hague Convention: The requesting attorney should obtain, IN DUPLICATE, the Hague Convention Request for Service forms from any U.S. Marshals office. Both copies must be signed by either a court official or attorney. The full name and address of the person or corporation upon whom service is to be made must be entered on the forms. The address of the receiving authority is: The Senior Master, Queen's Bench Division, Royal Courts of Justice, Strand, London WC2A 2LL.

If the application forms have been completed by a court official, they should be forwarded, in duplicate, directly to the Senior Master, together with two copies of the documents to be served. If the application forms have been completed and signed by the requesting attorney, they should be forwarded to the U.S. Embassy, American Citizen Services, 24 Grosvenor Square, London W1A 2LQ, for onward transmission to the Senior Master's office. The Senior Master will not accept requests for service directly from an attorney in the United States.

On completion of the service, the executed request will be returned to the requesting attorney by the Senior Master's office. There is no charge for service under the Hague Convention.

LIST OF PROCESS SERVERS

The U.S. Embassy London, United Kingdom, assumes no responsibility or liability for the professional ability or reputation of, or the quality of services provided by, the following persons or firms. Inclusion on this list is in no way an endorsement by the Department of State or U.S. Embassy London. Names are listed alphabetically, and the order in which they appear has no other significance. The information in the list on professional credentials, areas of expertise, and language ability is provided directly by persons/firms.

Cope & Partners, Suite 53, 26 Charing Cross Road, London WC2H 0DH
Tel: 020-7836-1981 Fax: 020-7836-9759
Contact: John Butcher

Douglas Associates Limited, 15 Mallows Green Road, Manuden near Bishops Stortford, Herts CM23 1DG
Tel/Fax: 012-7981-7449

Finlays Bureau of Investigation, FBI House, 54 Church Road, London SE19 2EU
Tel: 020-8771-9511 Fax: 020-8771-7142
Contact: Roger Mann
Handles corporate business only.

David A. Kramer, 40 Goodwyn Avenue, London NW7 3RG
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Process server/legal courier/investigator

Process Servers Limited, 4 Marylebone High St., London W1M 3PA
Tel: 020-7486-2626 Fax: 020-7935-4141
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